

Assayers Foundation of British Columbia



MINUTES of the Advisory Council Meeting of the British Columbia Certified Assayers Program

Date: 14-Oct-2011

Attendees:

Member	Role	Affiliation	Address
Alice Pang	Chair, Advisory Council	ALS	N. Vancouver, BC.
Scott Daniels	Scribe, Advisory Council	Teck Metals	Trail, BC.
Paul Morrison	Member, Advisory Council	BCIT	Burnaby, BC.
Mac Chaudhry	Examiners Board Chair	BC Gov. (Ret.)	Victoria, BC.
John Gravel	Treasurer, Advisory Council	Acme Laboratory	
Elaine Woo	Member, Advisory Council	BCIT	Burnaby, BC.

Regrets: Sa'a Traxler, Ray Lett

Government Representative: For the time being, with Dave Lefebure's retirement on 28-Oct-2011, his replacement is Steve Rowins (steve.rowins@bcassayer.com; 250.952.0454)

The meeting was called to order by Alice Pang at 11.40 h

The Agenda items for this meeting are:

1. Approval of meeting agenda
2. Approval of the 29-Apr-2011 AGM & Advisory Council meeting minutes
3. Follow up on the action items from the previous meeting
 - Scott/Alice to follow up with corporate sponsors after sending letter with the invoice addressed to corporate sponsor
 - Scott to send a letter to the CMA as a recognition to their contribution to the foundation in assisting us to overcome the financial difficulties –Completed
4. Chair's report (Alice Pang)
5. Government representative's report (Dave Lefebure)
6. Scribe report (Scott Daniels)

12.30 pm –lunch break
1.00 pm –meeting resume
7. Treasurer report (John Gravel)
8. Board of Examiners chair report (Mac Chaudhry)
9. BCIT report (Elaine Woo)
10. Membership –Corporate chair's report (Bill Clifford)
11. Membership –Individual report (Gerald Chik)
12. Scholarship chair's report (Ray Lett / Elaine Woo)
13. New business
 - Practical examination Dec, 2011

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- Board of examiners succession plan
- Procedures for making written examinations (Mac to document)
- Extend Mac's term by two months so that it will end on 31-Dec-2012 instead of 31-Oct-2012 (Reasons: a) coincide with academic terms ending December & examination cycles, b) coincide with a Jan-Dec budget year & tax purposes).
- New government contact who will continue to participate with us as a Government of BC representative and member of the Advisory Council for the Certified Assayers Foundation.
- Possibilities of using LinkedIn as a tool to re-connect certified assayers.

1. Approval of meeting agenda
Approved by Mac. Seconded by Scott.
2. Approval of the 29-Apr-2011 AGM & Advisory Council meeting minutes
Approved by Scott. Seconded by Mac.
3. Follow up on the action items from the previous meeting
 - Scott/Alice to follow up with corporate sponsors after sending letter with the invoice addressed to corporate sponsor
Scott spoke with a number of laboratories: ALS, Stewart Group, Inspectorate, Teck. Of these, only Acme, ALS & Teck had paid by the time of Scott's reporting. As of the time of this meeting.
 - Alice suggested that the list be divided between John, Alice and Scott. Scott will send Alice the list originally provided by John. Alice will add instrument vendors to the list, divide the list into three portions for each of Alice, John & Scott to help with follow-up phone calls.
 - Based on the level of response, concern was expressed regarding the long-term viability of volunteer contributions from Industries.
 - Scott to send a letter to the CMA as a recognition to their contribution to the foundation in assisting us to overcome the financial difficulties –Completed
A letter was sent.
4. Chair's report (Alice Pang)

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Chair's Report

Oct. 14, 2011

In the last few weeks, the commodities market and Au price have been experiencing some extreme ups and downs. This is creating a tremendous uncertainty in the mining industries and for the similar reasons, for assayers. To maintain a steady operation budget during this worldwide financial turmoil would not be an easy task but thanks to the hard work of our previous chair, Scott Daniels, corporate member chair, Bill Clifford and last but not least our treasurer, John Gravel, we have laid a foundation for a relatively steady contribution from our corporate sponsors. We should, however, still continue to actively look for potential contributors to the program. One possibility we are exploring is to get equipment suppliers on board as our sponsors.

Onto a second challenge, during my term as chair, I would like to see us establishing some sort of a platform for all the certified assayers to communicate. This is one of the challenges that I have asked Gerald to look into and among various options; Gerald has suggested using "LinkedIn". As we have more and more young certified assayers joining this family, it would just make sense to communicate to them with the tools that they are familiar with. With your approval, this will be my goal that I would set out for myself because I do believe that for this group to have a promising future; communication between individual members would play a very significant role.

Alice has drafted a letter for new certified assayers (see draft below). Mac will share new Certified Assayers e-mail addresses with Alice.

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Dear Fellow Certified Assayer,

On behalf of the Certified Assayers Foundation of British Columbia, I write to extend my sincere congratulations and warm welcome to you. You are now one of a very small number of individuals with the distinction of having successfully achieved the standard and title, "Government of BC Certified Assayer." Since the inception of the program in 1895, fewer than 700 assayers have achieved this professional standard. The certification of assayers in British Columbia is unique in that it is the only government certification that certifies competency in both theory and practice in the field of mineral and metallurgical assaying.

The Foundation, on behalf of whom I now write, is a partnership of Industry, Government and Academia. This partnership is run by a number of volunteers who work to ensure the continuation and improvement of the BC Assayer Certification Program. To learn more about this group, their activities, and your profession, I encourage you to visit and browse the www.bcassayer.com website.

The Foundation is the central hub of your new found professional status. The value of this professional status is maintained by supporting the Foundation with your time and individual membership. Please consider using the "contact us" information at the website to see how you can get involved. In addition, I encourage you to become a member of the Foundation by completing and submitting the application form that is available from the "membership" menu at the website. Privileges of membership include voting rights at Certified Assayers Foundation annual general meetings and e-mail alias services. All members will be offered an e-mail alias in the format firstname.lastname@bcassayer.com.

If you have any questions regarding participation or individual membership, please contact the Foundation's Individual Member coordinator, Gerald Chik (gerald.chik@bcassayer.com).

Sincerely,

Alice Pang
Chair, Certified Assayer Foundation of BC

Alice asked about thoughts regarding the collection of "member" dues from Assayers. Mac explained that perhaps our constitution should be changed to collect an individual member fee.

Alice suggested that \$50 was not a lot. Mac expressed concern regarding the legal aspect of a member fee. Scott added that we have yet insufficient resources to offer a membership to make a member fee something that a large number would likely pay annually.

It was recommended that this item continue for discussion at a future meeting.

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5. Government representative's report (Dave Lefebure)
No report. No representative.

6. Scribe report (Scott Daniels)
Website updates have been made regarding corporate membership, including a diamond >\$10,000 level.

12.30 pm –lunch break
1.00 pm –meeting resume

7. Treasurer report (John Gravel)
John provided three reports: a) Balance sheet, b) Cash Position, P&L statement, c) 2011 budget, and d) a Treasurer's report.

Activation labs received a request for a contribution. Eric Hoffman agreed to contribute \$2,500. SGS committed to \$10k. Total assets forecasted for 2011 are \$52,038 (-\$5k) GIC.

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BALANCE SHEET		Year to Date
As of Oct 3, 2011		Actual
ASSETS		
Cash		\$34,514.30
Investments (RBC GIC)		\$5,069.08
Receivables		\$12,500.00
NET ASSETS		\$52,083.38
LIABILITIES		
BC Assayers Exam Materials		-\$3,500.00
BoE Chair Exam Fees		-\$9,000.00
BoE Chair and Examiners Stipends		-\$11,000.00
BoE Chair Travel Expenses		-\$9,348.67
Advisory Council Member Stipends		-\$3,500.00
Advisory Council Meeting Expenses		-\$1,000.00
Miscellaneous		-\$1,000.00
NET LIABILITIES		-\$38,348.67
RETAINED EARNINGS		\$13,734.71

Notes:

- 1) Receivables include promised contributions from SGS (\$10K) and ActLabs (\$2.5K)
- 2) Need to verify re-investment of RBC GIC maturing on April 13, 2012

Respectfully submitted by



John Gravel, Treasurer

Date: October 13, 20

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Cash Position - P&L Statement Year to date Oct 3, 2011		2011	
		Year to Date Actual	Budget
OPENING BALANCE (as of April 26, 2011)		\$10,651.96	\$10,651.96
REVENUE			
	Member Contributions	\$33,500.00	\$82,900.00
	Interest and other income	\$113.67	
NET REVENUE		\$33,613.67	\$82,900.00
EXPENDITURES			
	Scholarships & Awards	-\$3,500.00	-\$4,000.00
	BC Assayers Exam Materials		-\$3,500.00
	BoE Office	-\$3,600.00	-\$7,200.00
	BoE Chair Exam Fees		-\$9,000.00
	BoE Chair and Examiner Stipends		-\$11,000.00
	BoE Travel Expenses	-\$2,651.33	-\$12,000.00
	Advisory Council Member Stipends		-\$3,500.00
	Advisory Council Meeting Expenses		-\$1,000.00
	Miscellaneous		-\$1,000.00
	Bank Charges		
	less Pre-Paid Expenses BCIT Scholarship		\$500.00
	less Pre-Paid Expenses BoE Office		\$3,600.00
NET EXPENDITURES		-\$9,751.33	-\$48,100.00
CLOSING BALANCE (As of October 3, 2011)		\$34,514.30	\$45,451.96

Notes:

- 1) Contributions received from Klen (\$1K), Anachemia (\$2K), AGAT Lab (\$2.5K), CMA (\$3K), Teck Resources (\$5K), AcmeLabs (\$10K) and ALS (\$10K).
- 2) BoE Travel expenses includes Exam Vigilation and CMA conference in Sudbury.
- 3) Scholarships and Awards includes 2011 Assayer Trainee Scholarships (\$3500)
- 4) BoE Office includes 2/2 half year payment for 2011 (\$3600)

Respectfully submitted by



John Gravel, Treasurer

Date: October 13, 2011

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BUDGET for FY 2011		2011
		Budget
ANTICIPATED REVENUE		
Member Contributions		\$82,900.00
Interest and other income		
NET REVENUE		\$82,900.00
ANTICIPATED COSTS		
Scholarships & Awards		-\$4,000.00
BC Assayers Exam Materials		-\$3,500.00
BoE Office		-\$7,200.00
BoE Chair Exam Fees		-\$9,000.00
BoE Chair and Examiner Stipends		-\$11,000.00
BoE Travel Expenses		-\$12,000.00
Advisory Council Member Stipends		-\$3,500.00
Advisory Council Meeting Expenses		-\$1,000.00
Miscellaneous		-\$1,000.00
Bank Charges		
Less Pre-Paid Expenses		\$4,100.00
NET EXPENDITURES		-\$48,100.00
NET POSITION		\$34,800.00

Notes:

- 1) Anticipated Contributions include (\$52,500) from Commercial Labs, (\$7,400) from Mine / Smelter Labs, (\$3,000) from suppliers and (\$20,000) from the BC Government.
- 2) Pre-Paid Expenses includes a \$500 contribution to BCIT Awards Program for 2011 and first half year payment of \$3600 for the BoE Office

Respectfully submitted by

John Gravel, Treasurer

Date: _____

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Treasurer Report

October 14, 2011

The Certified Assayers Foundation of British Columbia set an ambitious (but realizable) goal of raising approximately \$83,000 for the 2011 year. Actual contributions have fallen far short with only \$33,500 collected to date. Contributions were received from AcmeLabs (\$10K), ALS (\$10K), Teck (\$5K), the CMA (\$3K), AGAT Labs (\$2.5K), Anachemia (\$2K) and Klen (\$1K). Interest and other income of \$113.67 was received. Reminders were sent and contributions were promised but not yet received from SGS (\$10K) and ActLabs (\$2.5K). No response was received from the BC Government on the request of contribution of \$20K.

Disbursements during this period amounted to \$9751.33 comprising \$3,500.00 for scholarships, \$3,600.00 for the second half 2011 cost of the Board of Examiner Chair's office and \$2651.33. Opening cash balance plus revenues less the expenses to date leaves a closing cash balance of \$34,514.30 as of October 3, 2011.

The Balance sheet as it currently stands, shows total assets of \$52,083.38 comprising cash (\$34,514.30), a RBC 1yr cashable GIC (\$5061.19 earning 1% until April, 2012) and receivables (\$12,500 in unrealized contributions from SGS and ActLabs). Balanced against this are liabilities of \$38,348.67 consisting of as yet unrealized expenses for Assayer Exam Materials, BoE Chair Exam Fees, BoE member stipends, Travel Expenses, Advisory Council Stipends, Meeting expenses and Miscellaneous. Current Assets and Liabilities leave Retained Earnings of \$13,734.71.

Several factors have impeded our achieving of full corporate contributions. By and large this is due to some confusion as to who within the Foundation would contact the corporations, delays and incomplete actions carried out by the Treasurer plus further consolidation within the assaying industry. This resulted in incomplete coverage of contribution requests to assay labs, in particular the mine and smelter labs. Clarification of roles is sought from the Foundation on this matter.

Cheques were generated and sent for distribution to the four recipients of the Assayer Scholarship awards.

The society was re-registered with the BC government in May of this year.

Respectfully submitted by:



John Gravel, Treasurer

C/O 1020 Cordova St. East, Vancouver, BC, V6A 4A3

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8. Board of Examiners chair report (Mac Chaudhry)
The board of examiners held a theory exam in summer. Nine wrote, 5 passed, 4 failed. Of the four who failed, two did not go through the training program; they challenged the exam. Of the 5 who passed, all went through the BCIT training program.

In the 2nd week of December, there will be a practical examination. Seven individuals have requested to participate in this examination. These are all experienced individuals and a high rate of success is expected. Mac has been keeping Keith in the loop to learn details of the examination process. Keith has gone through the practical examination once before. This December, Keith will take a leading role with the practical examination. Appreciation was expressed for Keith taking on this leadership role within the board of examiners.

Another individual is being looked at for joining the board of examiners.

New board after Mac retires: K. Rogers, E. Woo & "new individual."

9. BCIT report (Elaine Woo)
All is going well. The BCIT training program had a July & October intake of about 24 students. The November intake is already at 7. Alice offered materials for the December practical examination: acids, bases, CRMs, etc. Elaine expressed appreciation.
10. Membership –Corporate chair's report (Bill Clifford)
No report.
11. Membership –Individual report (Gerald Chik)

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1. **Agilent agree to present new technology at BCIT, Gerald would like to know what our budget is on hosting such meeting. It will be a good idea to invite Certified Assayer, assayer in training, and any student who are in chemistry field.**
 - a. **Are we charging? (I will suggest free admission for the first few times).**
 - b. **What topic do we want to present. (Suggestion: general assayer methods).**

Discussion between Gerald & Alice: We'll probably need to establish some sort of communication with members before we could consider this. Gerald mentioned that most of the new certified assayers have left email contact information but we would like to ensure that we have this information from all new certified assayers from now on. Is there a system in place already?

2. **It is free to create an organization (group) for LinkedIn. If all agree to do so, Gerald will need exact wording for Group name, mission statement, password needed (or not), etc...**

Discussion between Gerald & Alice: Gerald could probably create a group on LinkedIn for us within a week. Do we want to pursue? If so, what is the name of the group (certified assayers only or all assayers included)? Our mission statement (do we want to use the existing BC Certified Assayers Foundation mission statement on our website)? Alice prefers password required log in. Any ideas? Do we want our logo there as well?

3. **We can create some video to post on YouTube regarding Assaying Technique and use the LinkedIn group to link the clip.**

Discussion between Gerald & Alice: This is probably a little premature but it is an option.

4. **Should Certified Assayer (new assayers) be mandatory to join Certified Assayer Foundation?**
5. **Are we collecting membership fee?**

To be discussed in the meeting.

6. **Would like to search for all Certified Assayer through LinkedIn or Facebook, and check if they would like to join as a member and stay connect.**

To be discussed in the meeting. Any objection to searching for people on Facebook and contact them for this purpose?

Agilent agreed to help with a technical presentation at a workshop.

Alice advised the group that Gerald can set up LinkedIn "BC Assayers Group." Mac suggested that Gerald give a presentation at the next meeting of the Foundation (spring meeting). Scott encouraged any LinkedIn or related social media work intended to reach out to "assayers" be as

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inclusive as possible, attracting not just certified assayers but “assayers” too. Mac mentioned that BC Certified Assayers can practice in other jurisdictions based on Federal government “Labour Mobility.”

12. Scholarship chair's report (Ray Lett / Elaine Woo)
Cheques have been sent out to supervisors/managers for scholarship recipients. Recipients have been notified. Ray has requested biographies from recipients. When they are received, Ray will forward them to Scott so that they will be posted to the www.bcassayer.com website.
 - o 3 x \$1000 CMA –Assayer Trainee*
 - o 1 x \$500 Foundation Award –Assayer Trainee*
13. New business
 - Practical examination Dec, 2011
This is scheduled for the 2nd week of December.
 - Board of examiners succession plan
Discussed above. Still working with Government Board of Resources to sort through details regarding the terms of the board of examiners. A new suggestion was made by Mac to extend to 31-January because Government Offices are not occupied in late December. Therefore, the Advisory Council is seeking a 3-month extension to term positions for members of the board of examiners.
 - Procedures for making written examinations (Mac to document)
This was discussed at an informal meeting in Sudbury.
 - Extend Mac's term by two months so that it will end on 31-Dec-2012 instead of 31-Oct-2012 (Reasons: a) coincide with academic terms ending December & examination cycles, b) coincide with a Jan-Dec budget year & tax purposes).
As discussed and recorded above.
 - New government contact who will continue to participate with us as a Government of BC representative and member of the Advisory Council for the Certified Assayers Foundation.
Dave has applied for retirement. The plan, as communicated from Dave to Scott, is to have individuals will be hired to replace both Dave and Ray (from Ray's earlier vacancy).
 - Possibilities of using LinkedIn as a tool to re-connect certified assayers.
As discussed & recorded above. Scott encouraged that Gerald draft an e-mail to all “members” of the Advisory Council, encouraging all to join LinkedIn, explaining the advantages and what “we” can do.
 - Proposed to change board of examiner's term so that it ends in April to match the fiscal year.
 - *Next meeting date: March 30, 2012.*